

**SCHEDULING
Combat Readiness Training Center (CRTC)**

- 1. Objective.** As prescribed in AFI 38-201, *Determining Manpower Requirements*, this Air National Guard Manpower Standard (ANGMS) quantifies the full-time manpower required to accomplish the tasks described in the work center description for varying levels of workload volume.
- 2. Authority.** AFMD 12-, 2-, 48-, 3-, 26-, 38-, 16-, 19-, 21-, and 43-series and AFI 36-, 10-, and 38-series of Air Force and Air National Guard directives contain US Air Force and command policy and procedural guidance for the CRTC Scheduling work center. This ANGMS has been developed in accordance with procedures contained in AFPAM 38-208V1, *Air Force Management Engineering Program (MEP) Processes*, formerly AFR 25-5, and is the result of a functional review.
- 3. Applicability.** This standard applies to the CRTCs located at Volk Field ANGB, Camp Douglas, WI; Savannah International Airport, Garden City, GA; and Gulfport-Biloxi Regional Airport, Gulfport, MS.
- 4. Standard Data:**
 - a. Classification. Type III.
 - b. Approval Date. 20 October 1994.
 - c. Manpower Data Source. Staffing Pattern.
 - d. Standard Manpower Equation. $Y = 2$ (Constant Manpower).
 - e. Workload Factor. N/A.
- 5. Application Instructions.** This work center requires constant manpower of two. No other application instructions apply.
- 6. Statement Conditions.** The conditions listed below had no effect on the development of the standard, nor will they affect future applications. Analyses of these levels of service indicate no manpower impact:
 - a. Minimum response rates.
 - b. Minimum manpower levels.
 - c. Standardized crew complements.
 - d. Safety considerations.
 - e. Aircraft turn-around time.
 - f. Length of waiting periods.
 - g. Levels of backlog.
 - h. Hours of operation.

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OFFICIAL

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- 2 Attachments**
- 1. Work Center Description**
 - 2. Standard Manpower Table**

WORK CENTER DESCRIPTION

Scheduling

1. SCHEDULING:

1.1. PLANS, CONDUCTS, AND EVALUATES AIR COMBAT MANEUVERING INSTRUMENTATION (ACMI) SCHEDULING SERVICE AND WORK REQUEST:

1.1.1. REVIEWS REQUEST FOR SERVICE:

1.1.1.1. REVIEWS REQUEST FOR POD LOAD AND UNLOADING.

1.1.1.2. REQUESTS AIRSPACE.

1.1.1.3. REQUESTS SERVICE ON AF FORM 9, REQUEST FOR PURCHASE.

1.1.1.4. ASSISTS ACMI NONCOMMISSIONED OFFICER IN CHARGE IN INTERPRETING AND USING SCHEDULING DATA.

1.1.1.5. ASSISTS SUBORDINATE IN USING AUTOMATED SCHEDULING INFORMATION PRODUCT.

1.1.1.6. MAINTAINS LIAISON WITH DEPLOYED UNIT WORK CENTER TO COORDINATE SCHEDULING OF AIRCRAFT REQUIREMENT.

1.1.1.7. REVIEWS SCHEDULE ACTION AND FILES REPORT.

2. ACMI OPERATION. Coordinates, deconflicts, and schedules ACMI mission, airspace, and facilities for using organization and the contractor.

2.1. CONTROLS MISSION AND CONDUCTS COMMUNICATION WITH AIRCRAFT ACMI TRAINING.

2.2. SUPERVISES SCHEDULING OF AIRSPACE AND ACMI USAGE.

2.3. COORDINATES WITH LOCAL BASE AGENCY FOR ACMI ACTIVITY.

2.4. REVIEWS MISSION DATA SHEET.

2.5. ENSURES THAT ACMI MISSION SUPPORT FORM IS COMPLETED.

2.6. MANAGES AND TRACKS THE UTILIZATION OF ACMI EQUIPMENT, SERVICE, AND AIRSPACE.

2.7. PLANS, CONDUCTS, AND EVALUATES THE ACMI UTILIZATION PROGRAM AND PROCEDURE.

3. TRAINING:

3.1. SUPERVISES ON-THE-JOB TRAINING OF SUBORDINATE ENLISTED PERSONNEL ASSIGNED TO THE SCHEDULING SECTION.

3.2. COORDINATES, DECONFLICTS, AND SCHEDULES ACMI SPECIFIC OPERATIONAL TRAINING, PRODUCT, AND SERVICE REQUIREMENT FOR REQUESTING AGENCY.

3.3. GATHERS AND ANALYZES DATA AND PREPARES UTILIZATION REPORT FOR GOVERNING BASE, STATE, AND MAJCOM HEADQUARTERS AGENCY.

3.4. OPERATES DISPLAY AND DEBRIEFING SUBSYSTEM EQUIPMENT IN SUPPORT OF FLYING OPERATION.

3.5. COORDINATES AND CONDUCTS TOUR OF ACMI FACILITY.

3.6. SUPERVISES THE OPERATION AND MONITORING OF VOICE AND ELECTRICAL COMMUNICATION SYSTEM.

3.7. DEVELOPS AND REVIEWS CHECKLIST. Reviews and updates checklist.

3.8. ATTENDS MEETING AND CONFERENCE. Prepares for and attends meeting for the quarterly progress meeting with ACMI contracting officer and the Computer Resources Working Group.

INDIRECT: Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are Supervision, Administration, Meeting, Supply, Equipment Maintenance, and Cleanup. See AFMS 00AA for the standard indirect description.

STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
ACMI/Scheduling/4703TC			Constant Manpower								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Ops Resource Mgt	1C0X2	AGR	2								
TOTAL			2								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
TOTAL											